



DATA STEWARDS
Faculty/Staff Email ID Implementation Requirement Committee
December 5, 2002 9:00 – 10:30
149 ASTeCC

ATTENDEES:

Nick Arnold, Jayna Cheesman, James Profitt for Carla Craycraft, Tony DeLucia, Toni Graham, Sarah Hall, Phil Latiff, Sarah Nikirk, John Sampson, Janet Hyatt for Sidney Scott, John Tibe, Ed Tiemeyer

GUESTS:

Matt Defoor, Dan Durbin, Dave Elbon

PRESIDING:

John Sampson

PROJECT COORDINATOR:

Jayna Cheesman, Debra Claunch

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • Technical Presentation 	<ul style="list-style-type: none"> ▪ The Technical Sub-Committee was here to explain the process for activating an email account. John Tibe introduced the members from the group who were here to answer questions. These included Dan Durbin (Exchange guru), Dave Elbon (in charge of the WHOIS Directory), and Matt Defoor (technical advisor). ▪ Matt said the process would now require a student, faculty member, or staff member to activate their email account. The process also involves forcing them to change their password from the default of U+7. ▪ There was general discussion on the use of terms, User ID/Name versus PEN (Public Electronic Name). Matt suggested using User ID or User Name since these are 'standards' and easily understood by most everyone. Nick said the goal of the committee is to communicate to people that their Logon ID's should not be the same as their email address. The auditors have raised this as a security issue. The PEN is the published name. ▪ Step 1 requires the user to go to a web site where they will log into the email system with the User ID assigned and the default password of U+7. This step requires them to change their password and re-verify by entering the password twice. ▪ Step 2 allows the user to change their 'displayed' email address (PEN). The default will be firstname.lastname@uky.edu if it has not already been assigned to someone else. If the default PEN is already taken, a numeral will be attached to the end of the last name. The default is taken from UAMS which pulls information from HRS for employees and SIS for students. For instance, the default may be Jonathan.Jones@uky.edu. This person may be known as Jon and wish to change the PEN to Jon.Jones@uky.edu. The PEN must be a minimum of 6 characters. When a new PEN is selected, the system will do a check to ensure the PEN is not already being used and that it is an approved name. Names such as UKPresident, etc., will not be on an approved list. ▪ Step 3, which is optional, allows the person to forward the U-Connect email account to another email account, such as Yahoo, Hotmail, Exchange, etc. ▪ John S. said the goal is to protect User IDs to administrative systems and the reasons for doing this needs to be clearly communicated so the employee understands the importance of not continuing to use the User ID as the email ID. ▪ Step 4 allows the user to change their First Name, Middle Initial and Last name. Some people go by their middle name, get married, divorced, or change names for other reasons. ▪ The final step displays a screen with the fields that have been modified. The user has the option of saving these changes or making additional changes. When the user selects 'Update', the database will be updated and the user will be logged out of the session. The intent is to have the system generate an email message to the new account.

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	<p>The user will be told to logon to their new account and confirm that this message has been delivered and received.</p> <ul style="list-style-type: none"> ▪ Someone asked if an expiration would be set on the passwords. Matt said open email systems, like U-Connect, do not allow password expiration. ▪ The only update the U-Connect system can make to the WHOIS directory is to update the email address. Dave Elbon said there are other mechanisms in place to update other information in WHOIS. ▪ For additional information about the University Campus Directory (WHOIS): <ul style="list-style-type: none"> ▪ http://ukcc.uky.edu/~fonebook/ ▪ http://ukcc.uky.edu/directory (to search the Campus Directory) ▪ http://ukcc.uky.edu/~fonebook/update.html (Campus Directory Update) ▪ Someone asked if a charge is to update WHOIS automatically. Jayna said the University Administration does not want individuals to be able to update such things as department information or titles, as these are considered official university information. ▪ Matt said the current process for students involves a feed being received from the Registrar's Office listing new students. This is a batch feed to UAMS. Next, accounts are set up by the Customer Service Center with a feed back to the Registrar. This file is used to generate letters sent as notification to the student of their new account and password. Students may also request an email account online at: http://iweb.uky.edu/uams/. A similar process needs to be in place for faculty and staff. ▪ Janet asked what the process would be if someone forgot their password. Matt said there will be a reset mechanism which requires the user to answer two personal questions. ▪ Phil asked if it is possible to have an ID established when a person is hired which would allow them to logon to all systems they are authorized to access. John T. said the base systems required to do this are not in place. He also said some system administrators do not want to have open accounts on the systems for users who will never access the system. ▪ Phil asked how long it would take to create an email ID. The automation for establishing the account will be triggered by the start date of the assignment. We need to time the amount of lead in advance of the start date to establish the account. ▪ John S. said the current process for faculty and staff requires paperwork being submitted to request and email account. Janet said whomever signs this form, usually the business officer, is whom CSC notifies via phone or email when the account has been established. This person is then responsible for notifying the employee. ▪ Requests for establishing an email account will no longer need to be made. This will be automated based on the hire or student application date. It was suggested the process for notifying individuals should also be automated if possible. ▪ John T. said if there are any additional questions regarding the technical piece, they should be sent to the listserv: EMAILIDIMPLEMENTATION@LSV.UKY.EDU
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> ▪ Meeting Adjourned 10:20
<ul style="list-style-type: none"> • NEXT MEETING 	<ul style="list-style-type: none"> ▪ Full Email ID Implementation Committee: December 12, 2002 Room 149 ASTeCC